

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-2039
www.dpor.virginia.gov



Real Estate Appraiser Board

TEMPORARY LICENSE APPLICATION

A check or money order payable to the TREASURER OF VIRGINIA, or
a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select the **one** license you are requesting.

Temporary License	Fee	<input checked="" type="checkbox"/>
Certified General	\$ 45.00	<input type="checkbox"/>
Certified Residential	\$ 45.00	<input type="checkbox"/>
Licensed Residential	\$ 45.00	<input type="checkbox"/>

1. Name _____
First Middle Last Generation
(SR, JR, III, etc.)

2. Social Security Number * - -

3. Date of Birth _____

4. Home Street Address (PO Box not accepted) _____
City, State, Zip Code _____

5. Mailing Address _____
City, State, Zip Code _____

6. E-mail Address _____

7. Telephone & Facsimile Numbers () - () - () -
Telephone Facsimile Beeper/Cellular

8. Do you have a current or expired real estate appraiser license issued by the Virginia Real Estate Appraiser Board?
No ☐
Yes ☐ License Number 4 0 0 1 Expiration Date _____

9. Do you hold a current or expired real estate appraiser license, certification, or registration from another jurisdiction?
No ☐ If you do not hold a current license or certification from another state, you are not eligible for a temporary license in Virginia.
Yes ☐ If yes, complete the following table. **ALL current and expired licenses in all states must be listed.**

State	License, Certification or Registration Number	Expiration Date

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER 4001	ISSUE DATE
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10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?
- No ☐
 Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with the lawful authority to issue such order, decree or case decision.
11. Have you ever been convicted, found guilty or pled guilty, regardless of adjudication, in any jurisdiction of **any felony or a misdemeanor involving moral turpitude?** *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
 Yes ☐ If yes, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

☞ See bottom of page for information on how to obtain the required police and court records.

12. Temporary Assignment Information. A specific assignment may include multiple properties.

Name of Business _____

Street Address _____

City, State, Zip Code _____

Project Termination Date _____

By signing this application you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

13. I, the undersigned, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charge (in any jurisdiction) prior to receiving my license. I also certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration, or other authorization to engage in a business, trade, profession, or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Required Additional Documentation

Instructions on obtaining Court and Criminal History Records

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a "Criminal History Record Name Search Request" form (Form S.P. 167) in the presence of a notary public and mail it to the Virginia State Police, Central Criminal Records Exchange, Post Office Box 85076, Richmond, Virginia, 23261-5076.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Appraiser Board which requires an additional two to three months of processing and review time.